



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, July 7, 2010**

1. The meeting was called to order at 5:12 p.m. by Board President Avonnet Peeler
2. **ROLL CALL:** President Avonnet Peeler, Vice President Peter Horikoshi, Board Members Dean Batchelor, Linda McHugh and Executive Secretary Karen Willis

Executive Secretary Willis commented that Mr. Roberto Rocha's term had expired and the Mayor appointed a new Board member at the City Council Meeting last night. She stated that she would be meeting with him and that he would attend the next meeting of the Civil Service Board.

STAFF PRESENT: Jill Kovacs, Senior Management Analyst

3. **MINUTES:** The minutes of the regular meeting of April 7, 2010 were presented for Board approval. Board Member McHugh moved to accept the minutes. Board Member Batchelor seconded, and the motion was carried by a 4-0 vote.
4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **APRIL, MAY AND JUNE 2010.**

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Meter Reader Collector	6/03/2010	2010-15PR
	Office Assistant	6/09/2010	2010-PR
	Public Works Superintendent	4/21/2010	2010-09
	Senior Account Clerk	4/20/2010	2010-11
	Senior Management Analyst	4/07/2010	2010-08PR
	Utility Information Systems Supervisor	4/22/2010	2010-12
4-B	ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
	Administrative Management Analyst	12/22/2009	209-27PR
	Assistant Engineer	8/27/2009	209-22PR
	Custodian	12/02/2009	209-36PR
	Deputy City Attorney I	2/24/2010	2010-02
	Journey Lineworker	1/13/2010	2010-05
	Maintenance Worker II	2/03/2010	209-37PR
	Police Lieutenant	12/03/2009	209-29PR
	Police Officer (Academy Graduate or Lateral)	12/10/2009	209-33
	Ho, Danny		
	Shira, Craig		
	Police Sergeant	10/14/2009	209-04PR

4-C	ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
	Assistant City Clerk	12/09/2009	209-30PR
	Asst General Mgr - Energy Res Planning	8/10/2009	209-12
	Deputy City Manager	12/11/2009	209-38PR

Vice President Horikoshi moved to accept the consent calendar. Member McHugh seconded and the motion passed by a 4-0 vote.

5. **REGULAR AGENDA ITEMS**

5-A Activity Report Period of March 1, 2010 – May 31, 2010

Member McHugh asked about the reinstatement to former position. Executive Secretary Willis explained that this was a reinstatement from demotion. Member McHugh then asked about the reasons for the separations and if they were voluntary. Executive Secretary Willis stated that three were voluntary and one was a death. Member McHugh asked if the fact that three were voluntary resignations was a sign the economy was recovering. Executive Secretary Willis stated that she did not know as the City has received hundreds of applications for jobs the City has opened recently. She stated that the City has opened up Police Officer for entry, academy graduate and laterals and received several hundred applications. The City has also opened up Maintenance Worker and received over 200 applications. Member McHugh asked about the quality of the candidates. Executive Secretary Willis stated that the review process was going on for these jobs so she did not have those results to be able to share with the Board.

Member Batchelor asked about the transfer to other department. Executive Secretary Willis stated that this was a meritorious selection from someone in Economic Development going to a Senior Management Analyst position in Finance. The positions are in classifications that are in the same salary range.

5-B Re-employment Lists

Member Batchelor asked if there were people still left on these lists. Executive Secretary stated that yes, there are people on the lists as they stay on the list for two years from the date they were laid-off. She stated that there have not been any Golf and Park Maintenance Worker position openings. She also pointed out that the City made a commitment to allow these employees to apply as internal candidates for one year from their date of lay-off. For some this has expired, but the golf course maintenance employees would be on the list until January.

Jill Kovacs went over the success stories the City has had regarding bringing previously laid off employees back into the same or some other position. President Peeler asked about the reinstated employee's seniority. Jill Kovacs responded that these employees were paid off for any unused vacation time. She stated that the seniority date is adjusted by the amount of time the employee has been gone. She pointed out that any unused sick leave is reinstated.

Executive Secretary Willis stated that the reason we had put this item on the agenda was to explain to the Board how the department was certifying these laid off employees to an employment list. She explained that the Human Resources

Department establishes a list of eligibles for a position of only those who have been laid off and eligible for that position. This list is then certifies to the hiring department. Thus, keeping with the Civil Service process and also allowing for better tracking of these laid off employees who are eligible for reinstatement.

5-C Cell Phone Use – Legal Opinion

Executive Secretary Willis referred the Board to the legal opinion letter included in their Board packet. Member McHugh asked about how this issue came about. Executive Secretary Willis stated that she did not know the origin of this legal opinion but was advised that this needed to be shared with all Boards. She stated that although the use of cell phones during a public meeting was not a violation of the Brown Act, that the use of a cell phone during a meeting could result in someone not being able to hear both sides of the conversation, thus possibly creating an issue for the public. The City Attorney wanted to make certain that the Boards were cognizant of this and for the Boards to be made aware so that they would be sensitive to the issue. Executive Secretary Willis pointed out to that this has not been an issue with the Civil Service Board and would not expect that it ever would be.

Member Linda McHugh moved to accept the Regular Agenda Items. Member Batchelor seconded and the motion passed by a 4-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Vice President Horikoshi asked if the City contacted agencies such as the City of Oakland who were laying off police officers for the City's recruitment efforts. Executive Secretary Willis stated that she was not aware that we made special contact, however she did point out that these Oakland Police officers knew about our positions because many had applied for these positions.

There was discussion that the next meeting of the Civil Service Board will be held on Wednesday, October 6, 2010 beginning at 5:00 p.m.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis restated the fact that Mr. Rocha's term had expired and that he was ineligible for reappointment to the Board. She stated that she tried to reach Mr. Rocha but had been unable to do so. She wanted to thank him for his service. The City Clerk will send a certificate of appreciation as well.

Executive Secretary Willis told the Board that the City had contracted with an agency to redesign the City Website to make it more uniform between departments. She said that the information for the Civil Service Board would be there and would include the members as well as their respective terms of office and any contact information. She will keep the Board posted as to when the site will go live.

Executive Secretary Willis also told the Board that the City now contracts with an organization known as CalOPPs for the City's application process. This Website was developed in Foster City for public agencies. It allows for applicants to set up profiles and

then utilize that information to apply for the positions listed. Applicants for the City will be linked to CalOPPs when searching our job openings and will be instructed on applying for the position on-line. Executive Secretary Willis stated that this process is much easier for the applicants and for the City and has been positive overall.

9. President Peeler asked for a motion to adjourn the meeting. Board Member McHugh moved to adjourn and Member Batchelor seconded the motion. The motion passed 4-0 and the meeting was adjourned by President Peeler at 5:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karen Willis", with a stylized flourish at the end.

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board